



ASSISTANT CITY MANAGER

EMPORIA, KANSAS

THE COMMUNITY

The City of Emporia was founded on February 20, 1857. The City is now home to almost 23,000 residents. The City is also home to a wide array of industry including Michelin, Hopkins Manufacturing Corporation, Tyson Fresh Meats, Hostess Brand, Fanestil Meats, and Simmons.

Emporia is conveniently located midway between Topeka, Kansas City, and Wichita, which provides convenient access to the Wichita and Kansas City Airports.

The City offers its citizens an unsurpassed quality of life. Residents enjoy the many recreational activities provided by quality parks, the accredited zoo, Emporia State University and Flint Hills Technical College. The City of Emporia operates as a home-rule city under the Kansas Constitution, with a commission/manager form of government. The City Commission, the City Manager, and the operating departments are focused on the City's mission to sustain and enhance the quality of life of everyone who lives, works, and plays in our community. The City of Emporia prides itself on its diverse neighborhoods, global events and opportunities to be outdoors, and most importantly, a great place to live.

CITY GOVERNMENT

The members of the City Commission serve as the policy-making body. City voters elect the majority of Commission every two years. The two Commissioners who receive the top two votes receive a four year term and the third place person receives a two year term. A City Manager is appointed by and reports to the City Commission to serve as Chief Executive Officer overseeing personnel, developing the budget, proposing policy objectives, and implementing policies and programs adopted by the City Commission.

Ten departments report to the City Manager, which include: the City Manager's Office, IT, Parks and Facilities, Engineering, Human Resources, Finance, Police, Fire/EMS, Building and Neighborhood Development, and Public Works. The City has an all funds budget of \$ 68 million for FY 22-23 as well as a General Fund budget of \$27 million. Some of the major CIP projects the City is currently engaged in include:

- Street Rehab and Replacement;
- New Fire Station;
- Waterline Replacement.





THE POSITION

The City of Emporia seeks an Assistant City Manager who has a passion for community engagement and public administration. In this newly redesigned position, the Assistant City Manager will support and advise assigned departments, direct development and implementation of city department goals, objectives, policies, and priorities for each assigned service area. The Assistant City Manager will champion the importance and value of diversity, equity, and inclusion in the City of Emporia and lead the development of a vision and effective strategy. Being in the City Manager's office, this position will also support the functions of the

City Manager and will evolve over time and include other duties as assigned to support the management of city functions.

The Assistant City Manager will monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures while allocating resources accordingly. This position will also assign projects and programmatic areas of responsibilities, review and evaluate procedures while meeting with management to identify opportunities for improvement.

THE IDEAL CANDIDATE

The new Assistant City Manager will be expected to develop and foster relationships in the organization, the community, and the region at large. The successful Assistant City Manager will be a trusted partner and community engager who enjoys building community inside and outside the organization. Additionally, the successful candidate will be able to manage the operations of the functions s/he is assigned with prudent oversight of programs, budgets, and personnel. Experience with enhancing community engagement while developing and advocating for the staff s/he oversees is essential to the success of the new Assistant City Manager. Working with elected officials and other community stakeholders is

required of the candidate. A proven track record of improving processes, developing talent, and working with other executives and staff on organizational change initiatives is highly desirable.

A clear communicator who effectively builds partnerships demonstrated by a history of effectiveness would be the ideal Assistant City Manager for the City of Emporia. The individual must also have a strong belief in building a culture of collaboration and mentorship within the organization.

The new Assistant City Manager will lead by example, be approachable, and inclusive in decision making and department operations. The right candidate will be both political and politically astute and will represent the City Manager's Office internally and in the community.

Required qualifications for this position are five plus years of increasingly responsible experience in public administration. A Master's Degree in public administration or an equivalent combination of education and work experience is required.



COMPENSATION AND BENEFITS

The salary range for this position is \$97,950 - \$146,925. The City of Emporia offers a competitive management benefits package that includes:

RETIREMENT PLAN

The City participates in KPERS and offers 457(B).

HOLIDAYS

The City has 10.5 days annually.

VACATION and SICK

The City of Emporia vacation and sick policy are located within the Human Resources Handbook.

- One personal holiday per calendar year;
- 0-4 years has 10.67 hours per month of vacation with a maximum annual accrual of 192 hours;
- 5-9 years has 12.67 hours per month of vacation with a maximum annual accrual of 228 hours;
- Sick leave is accrued 8 hours a month.

THE RECRUITMENT PROCESS

If you are passionate about this career opportunity, please submit your cover letter, resume, writing sample, and five professional references to: Jo Lynne Herron at jherron@emporiaks.gov.

Resumes are acknowledged within two business days. If you have questions about the recruitment process or this exciting opportunity, please contact the City of Emporia Human Resource Department at (620) 343-4292 or by email at: jherron@emporiaks.gov.

Residence within the City of Emporia is required in one year.

SEARCH SCHEDULE

Resume filing deadline:
February 14, 2023 by noon

Preliminary Interviews:
Week of February 27, 2023

Recommendation of
Candidates:
By March 3, 2023

Finalist Interview Conference:
March 17, 2023

These dates have been confirmed, and it is recommended that you plan your calendar accordingly, the final interview conference is required and the date cannot be changed.

